

TO: Honorable Mayor and Trustees

FROM: Helen Migchelbrink, Town Manager

DATE: February 10, 2025

SUBJECT: Town Manager Report

---

- The Colorado State Legislature is now in session and will consider bills that have a local impact. Colorado Municipal League follows the legislative process and advocates for its members on several bills. The CML Statehouse Report is issued weekly on the CML website. Link: <https://www.cml.org/home/advocacy-legal/statehouse-report>.
- DMC Auditing and Consulting has been engaged to complete the 2024 Financial Audit. This will be their second year working with staff. Onsite work is scheduled for the week of April 28, 2025. The Audit Report will be presented to the Board and filed with the Office of the State Auditor as required prior to the July 31 deadline.
- The Town's Workers Compensation carrier, Pinnacol, performed an annual audit of payroll and workers compensation claims investigations and handling on February 7<sup>th</sup>.
- Coffee with the Mayor was held February 1<sup>st</sup> at the Public Works Facility Training Room, 1341 WCR 34. There were about 15 residents in attendance who discussed development projects, town projects and other issues with Mayor Colleen Whitlow. The next Coffee will be held Saturday, March 1<sup>st</sup>, from 8:00 – 10:00 a.m. Residents are encouraged to attend.
- For those users of Mead sewer, water usage for the three winter months is averaged to determine sewer rates. Water usage reports are expected from Little Thompson Water District this month. In addition, the 2019 rate study (last updated May, 2022) is being reviewed to consider current costs of operation of the wastewater treatment facility and recent inflation. The study and recommended rates will be presented to the Board on February 24<sup>th</sup> with rates effective March 1<sup>st</sup>.
- A kickoff meeting and template review was held for CivicPlus Agenda Meeting Management software. Due to the state and federal accessibility requirements, the previous Municode Meetings software will no longer be supported. The Board of Trustee, Planning Commission and other authorities will be transitioned to the new software by April. An exciting new feature is a dedicated portal for Board members to access agenda and packet materials.
- Colorado Intergovernmental Risk Sharing Agency ("CIRSA") has scheduled their annual audit for late February. The audit includes a review of Town safety protocols and staff training including claims investigation and reporting.
- The High Plains Blvd (WCR 9.5) project is moving forward. The construction of two miles of this road between WCR 32 and WCR 36 will include two travel lanes, bike lanes and a ten-foot-wide detached sidewalk. The project is a collaboration between Mead, Weld County and local developers and is slated for completion in December 2025. Weld County will construct the section of High Plains Blvd between WCR 32 and WCR 34. The Town of Mead will construct the piece from WCR 34 to WCR 36.
- Construction of the Mead Community Center, alley improvements and adjacent parking is ongoing. The Community Center is expected to be completed in mid to late 2025.
- Municipal Court is scheduled for Thursday, February 20<sup>th</sup>. Currently there are 37 cases on the docket for traffic, arraignment or review hearings. The Honorable David J. Thrower will present an updated status of Mead Municipal Court to the Board of Trustees on February 10<sup>th</sup>.
- Staff is planning for an active year of paving and street maintenance projects for 2025, in addition to the development-related road projects occurring in Mead. The Pavement Management 5-year Maintenance Plan is scheduled to be presented to the Board of Trustees on February 24<sup>th</sup>. Current road closures due to construction can be found on the town's website: <https://www.townofmead.org/engineering/page/street-maintenanceroad-closures>.
- Key projects update:
  - 3<sup>rd</sup> and Welker Intersection – initial clearing and demolition is underway, erosion control measures were installed, utility potholing is underway, and materials testing was completed for the two house demolition permits.

- Community Center – Work continues on the interior of the structure including framing, drywall, rough plumbing, ductwork, and electrical.
- SH66 Pedestrian Crossing – CDOT approved the right-of-way plans and the team held a real estate acquisition kick-off meeting on February 6<sup>th</sup>.
- YTD totals for new single family home permits:
  - 2025 YTD: 7 SF Permits, 5 Certificates of Occupancy
- Boards and Commissions
  - The Planning Commission is set to meet on February 19<sup>th</sup> to get an update on the Land Use Code and meet the Trails Master Plan consultant team.
- Human Resources
  - Interviews have been scheduled for the open Human Resources/Finance Clerk position and Business Marketing Specialist position. A contingent offer has been made to a police officer candidate.
  - The Town advertises open positions here:  
<https://www.governmentjobs.com/careers/townofmead>  
 There are no current full-time openings.

### **Community Development**

- Kiteley Ranch Property: The Kiteley Ranch Property (SEC of Hwy 66 and CR 7) has submitted an application for annexation and zoning (PUD). Staff is reviewing the documents and will prepare comments for the Applicant team.
- Staff is coordinating the Site Plan reviews for both the High Plains Library District and Mountain View Fire Protection Districts' proposed buildings at Liberty Ranch. Staff is drafting the Site Plan Agreements for both sites and will be bringing these to the Board for approval this spring.
- Staff is reviewing the Welker Farms PUD and will bring this to the Board for approval this spring.

### **Public Works and Engineering**

- Fourteen contractors responded to the Gold Star Memorial Park solicitation ranging from \$228,800 to \$438,100. Staff is currently reviewing the bids for accuracy and responsiveness and expects to recommend award at the February 24 Board meeting.
- Staff conducted a public outreach kick-off meeting with the team for the 1601 project on February 3<sup>rd</sup>.
- Staff prepared and submitted the annual Highway User Tax Fund (HUTF) annual mileage update to the state.
- A coordination meeting was held with Mead High School facilities staff regarding the CR 26 Trail project, currently under design by Weld County.
- A kick-off meeting was held with Raftelis to initiate the sewer rate study update. Results will be presented at the February 24<sup>th</sup> Board meeting.

### **Community Engagement**

- Community Engagement will conduct interviews for the Business and Marketing Specialist position later this week.
- Shop Mead & Win event is this February! Spend \$10 or more at any Mead business or Mead Area Chamber of Commerce (MACC) member to enter for a chance to win amazing prizes. The entry period is February 1–28, 2025. To enter, email a photo of your receipt to [builtdformead@townofmead.org](mailto:builtdformead@townofmead.org). Unlimited receipt entries are allowed. Rules and eligibility can be found at <https://bit.ly/shopmeadwin>
- The Town of Mead and Diamond Tours are hosting an unforgettable trip to the Black Hills! Explore Mount Rushmore, Custer State Park's Wildlife Loop, historic Deadwood, the Crazy Horse Memorial, and more. The package includes motorcoach transportation, four nights in South Dakota, eight meals, and admission to all attractions. <https://www.townofmead.org/parksandrec/page/trips>
- Registration is open for the Spring Girls on the Run program. This program, which will be hosted at Mead Elementary School, helps 3<sup>rd</sup> through 5<sup>th</sup> grade girls build confidence and life skills through fun, interactive activities.

### **Police Department**

- Melissa Merkle, the new police administrative clerk, started on January 30<sup>th</sup>.

- Isabella Michel, Code Enforcement/Animal Control/Community Service Officer, continues to progress through training.
- Officer Begano continues to progress through field training.
- An officer candidate accepted a conditional offer. This will fill all openings for police officer.
- The monthly report is attached.